

Pervasive Developmental Disorder Program Responsible Party Directed Services Employee Payment Agreement

For any Pervasive Developmental Disorder (PDD) Program participant who chooses Responsible Party-Directed Services, the Internal Revenue Service (IRS) regards the responsible designee to be the “employer of record” of his/her service providers. This means persons working for PDD Program participants cannot be “self-employed” and cannot be directly enrolled and paid as individual Medicaid providers. This change is effective April 1, 2004 for present/future employees who provide Responsible Party-Directed Services to PDD Program participants.

Beginning April 1, 2004 the South Carolina Department of Disabilities and Special Needs will contract with the Jasper County Board of Disabilities and Special Needs (DSN Board) in Ridgeland, South Carolina, to be the “fiscal agent” for each PDD Program participant who chooses Responsible Party-Directed Services. As the “employer of record”, the responsible designee will supervise his/her service provider(s) and will verify the dates and times when their services were received. The Jasper County DSN Board will prepare and issue paychecks for all employees providing Responsible Party-Directed Services to PDD Program participants on or after April 1, 2004. Effective with the first paycheck in April 2004, (April 2nd), the Jasper County Board of Disabilities and Special Needs will process employer withholdings of federal and state taxes, FICA, Unemployment Insurance, and provide employees with a W-2 statement each year (the Electronic Funds Transfer Authorization Form and Payroll Tax Deduction Authorization Form is required). Employee paychecks must be directly deposited into a bank checking or savings account of the employee.

The Jasper County DSN Board will issue paychecks every two weeks. In order to receive payment, employees must fax or mail a completed PDD Responsible Party Line Therapist Daily Log form (signed by the responsible designee verifying services) to **be received by the Jasper County DSN Board bi-weekly on Wednesdays**. Paychecks will be issued every two weeks based only on information reported on the form and received by the required day. If the form is not received on time, a paycheck will not be issued until the following pay period.

This mandatory fiscal agent arrangement will not cost anything for the PDD Program participants. Employees will have coverage for FICA and Unemployment Insurance. There is no option to purchase group retirement, health insurance, or life insurance coverage.

I have read this information and understand it. As a provider of Responsible Party-Directed Services under the PDD Program, the PDD Program participant I work for is my “employer of record”. The Jasper County Board of Disabilities and Special Needs is my employer’s “fiscal agent”. I agree to have my paychecks prepared by the Jasper County Board of Disabilities and Special Needs, including all tax withholding and reporting to the IRS. I understand I am not required to make quarterly estimated tax payments on earnings forwarded to me by the Jasper County Board of Disabilities and Special Needs.

PDD Program Line Therapist Signature

Date

PDD Program Line Therapist Name (**Print**)